**Daily Lesson GAME Plan: Lesson A**

**Lesson Title**: Introduction to Internet Research/Writing Interview Questions

**Related Lessons**: Introduction to Technology; Group Collaboration Project

**Grade Level**: Adult Education

**Unit**: Job Interviewing Skills and Techniques

**GOALS**

**Content Standards:**

Students will learn how to interview successfully for a job by creating interview questions, sitting in a mock interview, serving on a mock interview panel, evaluating interviewee's answers on a rubric, and collaborating to select the best candidate for the job based on all of the above.

**Instructional Objectives:**

By the end of this unit of study students will be able to prepare, ask, and answer typical interview questions by having researched jobs, developed interview questions, sitting on mock interview panels as both the interviewee and interviewer.

**Unit of study will meet the following standards:**

Creativity and innovation Critical thinking, problem solving, decision making

Communication and collaboration Digital citizenship

Research and information fluency Technology operations and concepts

**ACTION**

**Before-class preparation:**

**Technology**: Gather Internet resources students can use for research into job interviewing techniques, different modalities of interview (Skype, phone, in person). Estimate time needed for each task in lesson plan. Identify prerequisites for this lesson (computer skill level). Decide order of operations (before, during and after lesson). Plan back up activities to cover allotted time and allow for technical difficulties. Create a PowerPoint presentation on steps to build a wiki with a

**Student guidelines**: Prepare graphic organizer and resources handouts (duplicate for students). Prepare PowerPoint presentation for introduction to wiki. Prepare wiki handout to accompany PowerPoint presentation. Prepare guidelines for group activities and team leader responsibilities.

**Prepare learning environment**: Boot up computers; make sure Internet connection is online, and Microsoft PowerPoint and Word are working properly; check lighting in classroom; set out materials for distribution to students; write lesson objective on whiteboard; prepare to greet students upon arrival.

**During class instructional activities:**

**Time Activity Materials/Resources needed**

6:00-6:10 Greet students upon arrival Sign in sheet, seating chart, pass out

graphic organizer

6:10-6:30 Group formation List of student names, paper, pens.

Pass out guidelines for group activities; self-choose groups (3-4)

Group introduction activity Pass out group leader

responsibilities; meet in groups, choose a team leader; go over guidelines/team leader responsibilities. Question and answer period.

6:30-7:30 Introduction to wiki Pass out wiki handout; use wiki

PowerPoint presentation to demonstrate steps to create team wiki. Question and answer period.

7:30-7:45 Break

7:45 – 9:00 Internet Research Pass out resources handout. Let

students use resources handout to search Internet sites for specific jobs, interview criteria, and use information to type and save five interview questions using Microsoft Word. Print out and give to instructor.

9:00-9:10 Next steps, dismissal Preview Lesson two; pass out and

collect student evaluation of lesson.

**MONITOR**

**Ongoing assessment(s):** Monitor students during each activity; provide support and clarification where indicated; modify instruction if necessary.

**Accommodations and Extension**: Make sure students can see and hear instructions; adjust seating, lighting, audio and/or visual displays if indicated.

**Back-up plan:** Have extra copies of written materials that can be worked on if technology fails.

**EVALUATION**

**Lesson reflections and notes:** Take notes on what worked and didn’t work during the presentation. Were students engaged? Were they interested? Were they yawning or seemingly bored? Read student responses on lesson evaluation forms and modify Lesson B and C as appropriate. Prepare to review any portions of lessons at next class as indicated by student responses. Pack up materials; make sure computers are shut down.